

PART I – STATEMENT OF WORK

16th Annual UST/LUST National Conference

Lodging, Meeting Rooms, Audiovisual Equipment and Business Services Procurement

1.0 BACKGROUND

The U.S. Environmental Protection Agency's Office of Underground Storage Tanks holds an annual conference, which focuses on the issues of regulating underground storage tanks (USTs).

The main purpose of the 16th Annual UST/LUST National Conference is to educate conferees on the best management practices and upcoming issues relating to protecting the environment and human health from the dangers of releases from USTs. The conference also serves as a networking opportunity where conferees may learn from their peers from around the nation and the six U.S. territories. The audience consists of technical, scientific, and managerial personnel from state, federal, and tribal regulatory agencies and national trade associations from across the U.S. and its six territories.

NOTE: This Statement of Work DOES NOT include meeting planning services, site selection services, or food and beverage. Proposals that include these items will be disqualified. The government has a non-federal partner that procures the food and beverage from the selected hotel.

2.0 SCOPE

- 2.1 The hotel shall provide the facilities and services necessary to perform the requirements of this contract including, but not limited to, guest rooms, meeting rooms, audiovisual equipment, and business center services. (For these requirements, the hotel's quotation shall include the information requested in the attached templates, CLINS 1.0–9.0. The hotel shall also complete the template for Location Accessibility)
- 2.2 The hotel shall provide the facilities and services for the conference in the same hotel, unless the Offeror cannot accommodate the group for all of the days/nights listed below. Consideration will be given to those Offerors that propose overflow hotels as long as 80% of the sleeping rooms are achieved at the primary hotel. The overflow hotel(s) shall be less than ten (10) minutes and within close proximity from the primary hotel. (The primary and overflow hotel quotes (if needed) shall be combined and submitted in the attached templates, CLIN 1.0 – 9.0)
- 2.3 The conference will be held over three (3) business days during one week in March 2004 (see below). The core conference dates are Monday through Wednesday noon, with adjunct meetings taking place on the Sunday before the official start of the conference through Friday at 5:30 p.m. after the conference adjourns. (See attached templates, CLIN 1.0 – 9.0)

The only acceptable dates for this conference are:

February 27 – March 5, 2004 or
 March 5 – 12, 2004 or
 March 12 – 19, 2004 or
 March 19 – 26, 2004 or
 March 26 – April 2, 2004

3.0 MANDATORY REQUIREMENTS

- 3.1 The hotel shall be compliant with the Hotel and Motel Fire Safety Act of 1990 15 U.S.C. 2201 et seq, (Public Law 101-391), and must hold a FEMA certification number.
- 3.2 The hotel shall be compliant with Americans w/Disabilities Act, 42 U.S.C. Section 12101 et seq. (ADA).
- 3.3 The hotel shall have one of the following quality ratings:

First class or higher per the Official Hotel Guide;
 Three crowns or higher per the OAG Business Travel Planner;
 Three diamonds or higher per AAA; or
 Two stars or higher per the Mobil Travel Guide.

4.0 GUEST ROOMS

Estimated maximum quantity of rooms per night (see the attached templates, CLIN 1.0 –9.0)

Day 1 (Fri)	Day 2 (Sat)	Day 3 (Sun)	Day 4 (Mon)	Day 5 (Tues)	Day 6 (Wed)	Day 7 (Thurs)	Day 8 (Fri)	Total Room Block
2	90	291	310	295	125	41	3	1,157

NATIONAL CONFERENCES' PAST HISTORY OF GUEST ROOM BLOCKS

The above estimated room block is based upon this conference's past history as detailed below:

March 19 – 21, 2001 Total room pick up 1,172
 Hyatt Regency Albuquerque, Albuquerque, New Mexico
 Thu – 2 Fri – 10 Sat – 98 Sun – 290 Mon – 307 Tues – 291
 Wed – 135 Thu – 30 Fri – 9

March 11 – 13, 2002 Total room pick up 1, 193
 Renaissance Worldgate, Kissimmee, Florida
 Wed – 1 Thurs – 3 Fri – 16 Sat – 78 Sun – 316 Mon – 341
 Tues – 320 Wed – 86 Thu – 22 Fri – 9 Sat – 1

March 10 – 12, 2003 Total room pick up 1, 159
 Westin St. Francis, San Francisco, California
 Fri – 2 Sat – 90 Sun – 291 Mon – 310 Tue – 295 Wed – 125
 Thu – 41 Fri – 3 Sat - 2

4.1 Guest Rooms' Block and Rates: The hotel shall provide the guest rooms at the current Federal lodging rate. The hotel shall guarantee that these rates are applicable for nine nights, starting with arrival on the Friday before the core conference dates and ending with departure on Sunday after the core conference dates.

4.2 Conference Agenda Planning Guest Rooms' Block and Rates: The hotel shall provide the guest rooms for the Conference Agenda Planning meeting, to occur in Fall 2003, at the current Federal lodging rate. (See attached templates, CLIN 1.0 – 9.0)

The Offeror will guarantee the room block to accommodate the 25 guests for the Conference Agenda Planning Meeting. The hotel shall guarantee that these rates are applicable for four nights, starting with arrival the day before the two-day meeting and ending with departure on the day after the meeting. Each agenda planning meeting guest will be responsible for his/her sleeping room and incidental charges.

4.3 Cutoff Date: Estimated number of rooms given to the hotel 45 days out; and cutoff date at 14 days out.

The EPA's Contracting Officer's Technical Representative or Designee (COTR/Designee) will provide the hotel, 45 days in advance of arrival, the estimated number of rooms required each night. The hotel shall guarantee that the rooms are available for EPA until 14 days in advance of the arrival date of the rooms. The hotel may release the unreserved rooms after the cutoff date.

If the COTR/Designee requests a room(s) 13 days or less in advance of the arrival date and the hotel has room availability, the hotel shall reserve the room(s) for the EPA. The hotel may charge the prevailing rate unless the current Federal lodging rates are available. The individual guest will be responsible for his/her sleeping room and incidental charges.

4.4 VIP Guests: EPA will provide the hotel with a room list for its VIP guests. The hotel shall reserve 10% of the room block for VIP guests. These rooms shall be above-standard rooms or upgraded rooms that are offered at the Federal lodging rate. Each individual guest will be responsible for his/her sleeping room and incidental charges.

4.5 Reservation Procedure: The primary reservation procedures will be individual bookings by EPA, states, and tribal employees, other Government attendees, speakers, and invited conferees. Once the hotel makes the reservations, the individuals for whom the rooms are reserved may call the hotel directly to change or cancel their reservation.

The hotel shall confirm the number of reservations to the COTR/Designee at the following days prior to the cut-off date: 60, 45, 30, 15, 7, 3 and on the cut-off date.

4.6 "Walked" Reservation: In the event the hotel does not honor a confirmed reservation, the hotel shall, at its expense, secure a guest room in a comparable or better quality hotel and provide transportation to and from the alternate hotel for the length of time the guest room is required to stay at the alternate hotel. The hotel shall compensate the relocated guest for two long distance phone calls to notify family and co-workers of his/her location. The hotel shall notify the COTR/Designee immediately of any walked reservation. The hotel shall make every effort to return the guest to the "headquarters" hotel as soon as a guest room becomes available.

- 4.7 Comp Room Night: The hotel shall provide at a minimum one (1) complimentary room night for each 50 paid room nights actually utilized on a cumulative basis. Complimentary rooms shall be identified to the COTR/Designee.
- 4.8 Guaranteed Late Arrival/Cancellation: The individual attendee will guarantee their reservations for late arrival. The hotel shall not release any room that is booked by the individual attendee unless the individual attendee cancels the booking or if the attendee does not arrive the day after his/her expected arrival day. The individual attendee will not be required to pay for any room cancelled before 4:00pm of the specified arrival day. The individual attendee will pay for one night of any reservation not canceled by 4:00pm of the specified arrival day.
- 4.9 Late Checkout: The hotel shall provide late checkout (up to 4:00pm) at no charge for at least ten (10) rooms.
- 5.0 MEETING SPACE

The Offeror shall include the hotel's meeting room floor plans, capacity chart, and possible room set-up diagrams (if available) with its proposal submission.

TENTATIVE SCHEDULE OF EVENTS

The hotel can provide one meeting room and function space for 25 people in a conference style set-up in the Fall of 2003:

(Use the attached template for CLIN 1.0 – 9.0)

Day 1 (Sunday)	Function *	Estimated Maximum # of Attendees	Tentative Setup
12:00 p.m. - 24 hours	Registration	Flow 50	3 Skirted Tables
12:00 p.m. - 24 hours	Literature Tables	Flow 50	2 Skirted Tables
12:00 p.m. - 24 hours	Conference Display Booth	Flow 50	
12:00 p.m. - 24 hours	Senior Management Office	6	Conference
12:00 p.m. - 24 hours	Speaker Ready & Storage	6	Hollow Square
3:00 p.m. – 7:00 p.m.	Meeting	40	Hollow Square
3:00 p.m. – 7:00 p.m.	Meeting	40	Hollow Square
3:00 p.m. – 7:00 p.m.	Meeting	150	Chevron Classroom**

* The start and end times for each session and refreshment breaks will be scheduled when the tentative program is given to the hotel 45 days out.

**This room requires a head table for 4 on a riser.

TENTATIVE SCHEDULE OF EVENTS (continued)

Day 2 (Monday)	Function *	Estimated Maximum # of Attendees	Tentative Setup
12:00 a.m. - 24 hours	Registration	Flow 350	3 Skirted Tables
12:00 a.m. - 24 hours	Literature Tables	Flow 350	2 Skirted Tables
12:00 a.m. - 24 hours	Conference Display Booth	Flow 350	
12:00 a.m. - 24 hours	Senior Mgmt. Office	6	Conference
12:00 a.m. - 24 hours	Speaker Ready & Storage	6	Hollow Square
Noon – 7:00 p.m.	Meeting	40	Hollow Square
Noon – 7:00 p.m.	Meeting	40	Hollow Square
7:00 a.m. – 8:00 a.m.	Refreshments	Flow 350	
8:00 a.m. – 9:00 a.m.	Meeting	150	Half Rounds
8:00 a.m. – 9:00 a.m.	Meeting	40	Hollow Square
8:00 a.m. – 9:30 a.m.	Meeting	40	Hollow Square
9:45 a.m. – 11:00 a.m.	Plenary	400	Theater**
11:30 a.m. – 6:00 p.m.	Breakout	150	Chevron Classroom**
11:30 a.m. – 6:00 p.m.	Breakout	150	Chevron Classroom**
11:30 a.m. – 7:00 p.m.	Breakout	150	Chevron Classroom**
11:30 a.m. – 6:00 p.m.	Breakout	50	Chevron Classroom**
6:00 p.m. – 7:00 p.m.	Meeting	40	Hollow Square
6:00 p.m. – 7:30 p.m.	Reception	Flow 375	Cocktail Rounds
Day 3 (Tuesday)	Function *	Estimated Maximum # of Attendees	Tentative Setup
12:00 a.m. - 24 hours	Registration	Flow 150	3 Skirted Tables
12:00 a.m. - 24 hours	Literature Tables	Flow 400	2 Skirted Tables
12:00 a.m. - 24 hours	Conference Display Booth	Flow 400	
12:00 a.m. - 24 hours	Senior Mgmt. Office	6	Conference
12:00 a.m. - 24 hours	Speaker Ready & Storage	6	Hollow Square
7:00 a.m. – 8:00 a.m. 3:00 p.m. – 7:00 p.m.	Meeting	40	Hollow Square
7:00 a.m. – 8:00 a.m. 3:00 p.m. – 7:00 p.m.	Meeting	40	Hollow Square
7:00 a.m. – 8:00 a.m.	Refreshments	Flow 350	
8:00 a.m. – 3:00 p.m.	Breakout	150	Chevron Classroom**
8:00 a.m. – 3:00 p.m.	Breakout	150	Chevron Classroom**
8:00 a.m. – 7:00 p.m.	Breakout	150	Chevron Classroom**
8:00 a.m. – 3:00 p.m.	Breakout	50	Chevron Classroom**
8:00 a.m. – 2:30 p.m. 3:00 p.m. – 5:00 p.m.	Setup for Exhibits Exhibits/ Refreshments	Flow 350	20 Tabletops 10 Poster Stands
11:30 a.m. – 1:00 p.m.	Luncheon	375	Rounds**
5:00 p.m. – 7:00 p.m.	Meeting	40	Hollow Square

* The start and end times for each session and refreshment breaks will be scheduled when the tentative program is given to the hotel 45 days out.

**This room requires a head table for 4 on a riser.

TENTATIVE SCHEDULE OF EVENTS (continued)

Day 4 (Wednesday)	Function *	Estimated Maximum # of Attendees	Tentative Setup
12:00 a.m. – 1:00 p.m.	Registration	Flow 50	3 Skirted Tables
12:00 a.m. – 1:00 p.m.	Literature Tables	Flow 350	2 Skirted Tables
12:00 a.m. – 1:00 p.m.	Conference Display Booth	Flow 350	
12:00 a.m. - 24 hours	Senior Mgmt. Office	6	Conference
12:00 a.m. – 1:00 p.m.	Speaker Ready & Storage	6	Hollow Square
7:00 a.m. – 8:00 a.m. Noon – 5:00 p.m.	Meeting	40	Hollow Square
7:00 a.m. – 8:00 a.m. Noon – 5:00 p.m.	Meeting	40	Hollow Square
7:00 a.m. – 8:00 a.m.	Refreshments	Flow 350	
8:00 a.m. – Noon	Breakout	150	Chevron Classroom**
8:00 a.m. – Noon	Breakout	150	Chevron Classroom**
8:00 a.m. – Noon	Breakout	150	Chevron Classroom**
8:00 a.m. – Noon	Breakout	50	Chevron Classroom**
Noon – 5:00 p.m.	Meeting	40	Hollow Square

TENTATIVE SCHEDULE OF EVENTS (continued)

Day 5 (Thursday)	Function *	Estimated Maximum # of Attendees	Tentative Setup
8:00 a.m. – 5:00 p.m.	Meeting	40	Hollow Square
8:00 a.m. – 5:00 p.m.	Meeting	40	Hollow Square
8:00 a.m. – 5:00 p.m.	Meeting	40	Hollow Square
Day 6 (Friday)	Function *	Estimated Maximum # of Attendees	Tentative Setup
8:00 a.m. – 5:00 p.m.	Meeting	40	Hollow Square

* The start and end times for each session and refreshment breaks will be scheduled when the tentative program is given to the hotel 45 days out.

**This room requires a head table for 4 on a riser.

Conference Agenda Planning Meeting (Fall of 2003) Day 1	Function *	Estimated Maximum # of Attendees	Tentative Setup
8:00 a.m. – 5:00 p.m.	Meeting	25	Conference style
Conference Agenda Planning Meeting (Fall of 2003) Day 2	Function *	Estimated Maximum # of Attendees	Tentative Setup
8:00 a.m. – 5:00 p.m.	Meeting	25	Conference style

- 5.1 Annual National Conference Meeting Rooms and Function Spaces Rates: The hotel shall provide meeting rooms' and function spaces' rentals based on the conference schedule. Meeting rooms' and function spaces' rentals shall be provided based upon the hotel's offer, e.g., sliding scale, flat fee or complimentary. Additionally, if the hotel provides discounts for meeting rooms and function space rentals, the hotel shall provide the discounts as part of their response for quotes. (See the attached templates, CLIN 1.0 – 9.0)

All meeting rooms designated for this conference shall have solid walls on all sides. Rooms with air walls may be used if EPA functions are held on both sides of the air wall or if the room on one side of the air wall remains vacant. Rooms with air walls may also be used if approved by the COTR/Designee.

- 5.2.1 Conference Agenda Planning Meeting Room and Function Space Rates in FALL 2003: The hotel shall provide a meeting room for 25 people in a conference style set-up. The meeting room and function space rental shall be provided based upon the hotel's policy, e.g., sliding scale, flat fee or complimentary. Additionally, if the hotel provides discounts for meeting rooms and function space rentals, the hotel shall provide the discounts as part of the response for quotes. (See attached templates, CLIN 1.0 – 9.0)

- 5.3 Confirmation of Program: Tentative program given to the hotel 60 days out; and
Confirmed program provided 30 days out.

The COTR/Designee will provide the hotel with a tentative program within 60 days in advance of the conference. The COTR/Designee will confirm the program to the hotel within 30 days prior to the start of the conference.

- 5.4 Confirmation of Assigned Rooms: Based on the attendance figures and room setup style provided by the COTR/Designee, the hotel shall confirm the meeting room assignments within five (5) calendar days of receipt of the confirmed program (see 5.2 above).
- 5.5 Reassignment of Rooms: The hotel may reassign room(s) if EPA's requirements change; or the number of attendees fluctuates by more than 20%; and the COTR/Designee approves the reassigned room(s).
- 5.6 24-Hour Room Hold: The hotel shall hold the rooms specified in the schedule on a 24-hour basis (12 midnight to 12 midnight) unless the COTR/Designee releases the space hold back to the hotel.
- 5.7 Change in Function Times: The COTR/Designee may, with the hotel's approval, adjust a function's start and end time (For example: A meeting originally scheduled from 9:00am to 10:30am may be changed to start at 10:00am and end at 11:30am).
- 5.8 EPA Signage: The EPA may display signs and hang banners in and around the meeting space blocked for EPA's use.

6.0 AUDIOVISUAL EQUIPMENT and BUSINESS CENTER SERVICES

The following terms apply:

- 6.1 Audiovisual Equipment/Labor and Business Center Services shall be provided at the quoted prices specified in the attached template for CLIN 5.0)
- 6.2 The COTR/Designee will provide the audiovisual requirements within 14 days in advance of the official start date of the Conference.
- 6.3 The COTR/Designee has the right to order audiovisual equipment and business center services any time during the *Performance Period* of the Contract. The hotel shall provide the equipment and services, if available.
- 6.4 For the Conference's Agenda Planning Meeting (to be held in the Fall of 2003), the hotel shall provide audiovisual equipment, e.g., flip chart stand, flip chart pads and markers. The minimum equipment required is one (1) flip chart stand and pad for two (2) days; the maximum equipment required is six (6) flip chart stands and pads for two (2) days.

7.0 PARKING

- 7.1 Parking shall be provided at the prices specified in the quotation (see the attached template for CLIN 6.0).
- 7.2 The hotel shall provide the EPA with ten (10) parking permits for the conference in March 2004 (see the attached template for CLIN 6.0)
- 7.3 The hotel shall provide the EPA with ten (10) parking permits for the Conference Agenda Planning Meeting to be held in the Fall of 2003 (see the attached template for CLIN 6.0)
- 7.4 The hotel shall provide all parking (including fee-based) to conferees on an unlimited in/out basis. As used herein “unlimited in/out basis” means that the user may drive the car out and back into the parking lot as often as necessary without additional charge on any given day.

8.0 REPORTS (There is no template for this CLIN.)

- 8.1 The hotel shall provide written confirmation of meeting rooms and services that are ordered by the COTR/Designee. The written confirmations shall be in the format agreed upon by the hotel and the COTR/Designee.
- 8.2 The hotel shall provide the COTR/Designee with seven (7) guest room block pickup confirmation reports prior to the event. These reports shall be submitted to the COTR/Designee at the following days prior to the cut-off date: 60, 45, 30, 15, 7, 3 and on the cut-off date. Each report shall contain the following information: Name, Check-in Dates, Check-out Dates, Rate, as well as the total number of rooms picked up for each day and the cumulative number for the room block.
- 8.3 The hotel shall provide the COTR/Designee with a final guest room pickup report with the final invoice. This report shall contain the following information:
- o Alphabetical listing of individuals, by last name, in the EPA block of rooms;
 - o Arrival and departure date of each reservation;
 - o Total number of room nights of each reservation;
 - o Total number of room nights actually picked up in the EPA block of rooms;
 - o Number of complimentary room nights, based on the number of paid room nights actually picked up.
- 8.4 The hotel shall provide the COTR/Designee with a final revenue report with the final invoice. This report shall contain the following information:
- o The total food and beverage revenue (including that procured by the EPA’s non-federal partner for the Conference, as well as individual guest’s room service and non-conference group meals).
 - o The meeting room revenue.
 - o The audiovisual equipment revenue.
 - o The business services revenue.

9.0 CONTRACT ADMINISTRATOR

- 9.1 The hotel shall provide a contract administrator to serve as a single point of contact for the coordination of all contract activities. The designated individual must have at least three (3) years of experience in the hotel business. The hotel shall also designate an alternate contract administrator in the event the contract administrator is absent. The alternate contract administrator must have at least two (2) years of experience in the hotel business.
- 9.2 The hotel shall notify the COTR/Designee in writing of any intended replacement for the contract administrator or alternate contract administrator.
- 9.4 The contract shall be signed by an authorized representative of the hotel (e.g. hotel's director of sales, sales manager). The contract is between the EPA and the hotel, all business will be conducted directly with the hotel, and all payments will be made to the hotel's designated banking institution.

10.0 PAST PERFORMANCE

The hotel shall provide three (3) references for similar conference-type formats in order that EPA may check references. See the attached template for CLIN 8.0.